

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**COMMAND AUDIT OF
CENTRAL DIVISION**



FINAL REPORT

JULY 27, 2009

M e m o r a n d u m

Date: July 27, 2009

To: Office of the Commissioner

Attention: Commissioner J. A. Farrow

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A13471.010

Subject: FINAL 2008 COMMAND AUDIT REPORT OF CENTRAL DIVISION

In accordance with the Institute of Internal Auditors, *International Standards for the Professional Practice of Internal Auditing* §2440, issued by the Institute of Internal Auditors, Government Code §13887 (a)(2), and the California Highway Patrol Audit Charter, I am issuing the 2008 Command Audit Report of Central Division. The audit focused on the command's cash receipts, contracts, evidence, purchasing, reimbursable service contracts, advanced payments for predetermined services, and fleet operations.

The audit revealed the command has adequate operations. However, some weaknesses were observed. This report presents suggestions for management to improve on some of its operations. In doing so, operations would be strengthened and the command would ensure it is operating in compliance with policies and procedures. We have included our specific findings, recommendations, and other pertinent information in the report. Central Division agreed with the findings and plans to take corrective action to improve its operations. The command is now required to provide quarterly updates to the Office of Inspections on the progress of their corrective action plan implementation until the command has resolved all deficiencies. Additionally, the Office of Inspections plans on conducting a follow-up review within one year from the date of the final report.

Additionally, in accordance with the *International Standards for the Professional Practice of Internal Auditing* and Government Code §13887 (a)(2), this report, the response, and any follow-up documentation is intended for the Office of the Commissioner; Office of the Assistant Commissioner, Field; Office of the Assistant Commissioner, Inspector General; Office of Legal Affairs; Office of Inspections; and Central Division. Please note this report restriction is not meant to limit distribution of the report, which is a matter of public record pursuant to Government Code §6250 et seq. Furthermore, in accordance with the Governor's Executive Order S-08-09 to increase government transparency, the final audit report, including the response to the draft audit report, will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Safety, Service, and Security

Office of the Commissioner

Page 2

July 27, 2009

The Office of Inspections would like to thank Central Division's management and staff for their cooperation during the audit. If you need further information, please contact Assistant Chief Ken Hill at (916) 843-3005.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is written in a cursive, flowing style.

M. C. A. SANTIAGO

Assistant Commissioner

cc: Office of the Assistant Commissioner, Field
Office of Legal Affairs
Central Division
Office of Inspections

BUSINESS, TRANSPORTATION AND HOUSING AGENCY

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND AUDIT OF CENTRAL DIVISION

OFFICE OF INSPECTIONS, AUDITS UNIT

JULY 27, 2009

TABLE OF CONTENTS

Executive Summary	1
Audit Report	2
Introduction.....	2
Objective and Scope	2
Methodology	2
Overview.....	3
Findings and Recommendations.....	5
Conclusion	11
 <u>Annex</u>	
Response to Draft Report from Central Division	A

EXECUTIVE SUMMARY

The Commissioner has the responsibility, by statute, to enforce laws regulating the operation of vehicles and use of highways in the State of California and to provide the highest level of safety, service, and security to the people of California. Consistent with the California Highway Patrol's (CHP) 2008 Audit Plan, the Office of the Commissioner directed the Office of Inspections, Audits Unit, to perform an audit of a command selected by each Division. Central Division selected itself for the audit.

The CHP's 2008-2009 Strategic Plan highlights the mission statement which includes five broad strategic goals designed to guide the CHP's direction. One strategic goal is to continuously look for ways to increase the efficiency and/or effectiveness of departmental operations.

The audit scope period covered the twelve months prior to the start of the audit field work. However, to provide a current evaluation of the command, primary testing was performed of business conducted during the final six months of fiscal year 2007/08.

Based on the review of Central Division's operations, this audit revealed Central Division has complied with most operational policies. However, some weaknesses were observed. The following is a summary of the weaknesses:

Contracts

- The command does not always properly maintain its contract files.

Reimbursable Service Contracts

- The command provides Wide Load Escort reimbursable services without obtaining advance payment from vendors prior to providing services.
- The command does not always submit the Wide Load Escort reimbursable services billing packages to Fiscal Management Section in a timely manner.
- The command does not maintain complete or accurate Wide Load Escort reimbursable services files.

Fleet Operations

- The command does not consistently perform a 5,000-mile inspection of each vehicle according to policy.
- The command supervisor/commander does not review or sign the Automotive Delegation Control Log (CHP 316A) forms.
- The command does not maintain a monthly gasoline summary.
- The command does not perform a quarterly physical inventory for all vehicle parts, accessories, and fluids.
- The command does not perform a regular inspection to locate any leaks on the gasoline dispenser, the water and air wells, and the paved areas adjacent to the service station.

Please refer to the Findings and Recommendations section for detailed information.

AUDIT REPORT

INTRODUCTION

To ensure the California Highway Patrol's (CHP) operations are efficient and/or effective and internal controls are in place and operational, the Office of the Commissioner directed the Office of Inspections, Audits Unit, to perform an audit of a command selected by each Division. Central Division selected itself for the audit.

The CHP's 2008-2009 Strategic Plan highlights the mission statement which includes five broad strategic goals designed to guide the CHP. One strategic goal is to continuously look for ways to increase the efficiency and/or effectiveness of departmental operations. This audit will assist the CHP in meeting its goal.

OBJECTIVE AND SCOPE

The objective of the evaluation is to determine if the command has complied with operational policies and procedures that provide managers with reasonable, but not absolute, assurance departmental operations are being properly executed. The audit period was twelve months prior to the start of the audit field work. However, to provide a current evaluation of the command, primary testing was performed of business conducted during the final six months of fiscal year 2007/08. This audit included the review of existing policies and procedures, as well as examining and testing recorded transactions, to determine compliance with established policies, procedures, and good business practices. The audit field work was conducted from October 20 - 24, 2008.

METHODOLOGY

Each Division commander selected one command to be audited regarding their cash receipts, contracts, evidence, purchasing, reimbursable service contracts, and advanced payments for predetermined services. Additionally, the Division commander could select any of the following topics: asset forfeiture, fleet operations, personnel records, and strategic plan reporting. Central Division's commander selected fleet operations. When preparing for the audit, and due to limited auditing resources, reimbursable service contracts was reduced to an examination of the Driving Under the Influence Cost Recovery Program and advanced payments for predetermined services was reduced to Wide Load Services. Also, the audit of evidence was limited to guns, drugs, and money. Sample selection of areas to be audited was primarily random or judgmental. Whenever possible, the use of risk assessment was used to select a sample containing the highest probability of risk to the command. Furthermore, the auditors reviewed prior audit reports and findings.

OVERVIEW

Cash Receipts: Internal controls over cash receipts appear to be in place ensuring collection and security of cash receipts; separation of duties exist ensuring cash assets are adequately safeguarded; and cash receipts transactions are correctly recorded and maintained.

Contracts: Compliance over contracts appears adequate but could be improved. Six fiscal year 2007/2008 contract files were tested. With the exception of contract #6C401005-2, which could not be located for review, the contracts were properly requested, documented, approved, and executed.

X-number: Compliance over X-number contracts appears adequate. Ten randomly selected X-number contracts, supporting documents, and analysis of the command's X-number spreadsheet information were tested. All tested X-number contract files were properly documented and executed. Additionally, copies of invoices were properly maintained in the files.

Evidence: Compliance over evidence appears adequate. Based on an interview with the Evidence Officer and review of evidence documentation, no discrepancies or exceptions were noted.

Purchasing: Compliance over purchasing appears adequate. Policies and procedures are in place to control the purchase of goods, which include proper requisitions, approvals, and documentation.

Reimbursable Service Contracts: The command does not participate in the DUI Cost Recovery Program. Therefore, this topical area was not reviewed during the audit.

Advance Payment for Predetermined Services: Compliance over Wide Load Escort reimbursable services appears adequate but could be improved. Reimbursable Services Agreements were properly prepared and executed prior to providing services. However, compliance could be improved by obtaining advance payments prior to providing services; submitting billing packages to Fiscal Management Section in a timely manner; properly completing forms [e.g., the state or local permit number on the Billing Memorandum-Reimbursable Services (CHP 467) and reconciling the service dates on the Reimbursable Services Control Log (CHP 466) to the service dates on the CHP 467].

Fleet Operations: Compliance over fleet operations appears adequate but could be improved. However, the command did not consistently perform a 5,000-mile inspection of each vehicle according to policy; six monthly Automotive Delegation Control Log (CHP 316A) forms were not reviewed or signed by the command supervisor/commander; a monthly gasoline summary was not maintained by the command; a quarterly physical inventory for all vehicle parts, accessories, and fluids was not performed; and a regular inspection was not performed to locate any leaks on the gasoline dispenser, the water and air wells, and the paved areas adjacent to the service station.

This audit revealed the command has adequate operations, nevertheless, weaknesses were discovered, which if left unchecked could have a future negative impact on the command and Department operations. These weaknesses should be addressed by management to maintain the

command's compliance with appropriate laws, regulations, policies, and procedures. The findings and appropriate recommendations are presented in this report.

As a result of changing conditions and the degree of compliance with policies and procedures, the efficiency and effectiveness of operations change over time. Specific limitations may hinder the efficiency and effectiveness of an otherwise adequate operation include, but are not limited to, resource constraints, faulty judgments, unintentional errors, circumvention by collusion, fraud, and management overrides. Establishing compliant and safe operations and sound internal controls would prevent or reduce these limitations; moreover, an audit may not always detect these limitations.

FINDINGS AND RECOMMENDATIONS

CONTRACTS

FINDING 1: **The command does not always properly maintain its contract files.**

Condition: Five of six fiscal year 2007/2008 contract files were reviewed and determined to be properly requested, documented, approved, and executed. However, one contract file was not available for review, Agreement #6C401005-2.

Criteria: Government Code (GC), Section 13403 (a)(3), (4), and (6) says the elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to the following: A system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; an established system of practices to be followed in performance of duties and functions in each of the state agencies; and an effective system of internal review.

Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 22, Service Contracts/Letters of Agreement, paragraph 16, Record Keeping states, "Each contract manager is responsible for maintaining all invoices, records, and relevant documentation for three years after the final payment under the contract (GC, Section 8546.7)."

Recommendation: The command should comply with departmental policy by maintaining complete contract files.

ADVANCE PAYMENT FOR PREDETERMINED SERVICES

FINDING 1: **The command provides Wide Load Escort reimbursable services without obtaining advance payments from vendors prior to providing services.**

Condition: During the audit period, the command conducted approximately sixty-nine Wide Load Escort reimbursable services. Ten transactions were randomly selected. Of the ten sampled, nine Billing Memorandum-Reimbursable Services (CHP 467) forms, Traffic Control Cost Estimate – Advance Deposit (CHP 464) forms, and supporting documentation (i.e., Reimbursable Services Control Log numbers R-07-410-0146, R-07-410-0149, R-07-410-0178, R-07-410-0196, R-07-410-0209, R-07-410-0238, R-07-410-0263, R-07-410-0285, and R-07-410-0292) illustrated advance payments were not obtained from vendors prior to providing services. For the remaining instance, according to command personnel, a copy of the

contractor's check for Wide Load Escort reimbursable services was sent directly to Fiscal Management Section (FMS) by the contractor, but there was no evidence at the command that payment was received.

Criteria: GC, Section 13403 (a)(3), (4), and (6) says the elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to the following: A system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; an established system of practices to be followed in performance of duties and functions in each of the state agencies; and an effective system of internal review.

HPM 11.1, Administrative Procedures Manual, Chapter 6, Reimbursable Services, paragraph 5.b.(2) states, "The FMRO (Film Media Relations Officer) completes the CHP 169 and assigns the detail. The command will contact the company representative and gather the pertinent detail information, such as number of officers required, dates and times services are needed, and CHP 465, Reimbursable Letter of Agreement. Advance deposits should be taken for all types of service details."

Recommendation: The command should comply with departmental policy regarding the collection of advance payments from vendors prior to providing Wide Load Escort reimbursable services.

FINDING 2: **The command does not always submit the Wide Load Escort reimbursable services billing packages to FMS in a timely manner.**

Condition: During the audit period, the command conducted approximately sixty-nine Wide Load Escort reimbursable services. Ten transactions were randomly selected. Nine of ten sampled Wide Load Escort reimbursable services billing packages (i.e., Reimbursable Services Control Log Numbers R-07-410-0146, R-07-410-0149, R-07-410-0187, R-07-410-0196, R-07-410-0209, R-07-410-0238, R-07-410-0263, R-07-410-0285, and R-07-410-0292) were not submitted to FMS within a week from the date of services. Billing packages were submitted to FMS from nine days to twenty-four days.

Criteria: GC, Section 13403 (a)(3), (4), and (6) says the elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to the following: A system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; an established system of practices to be followed in performance of duties and functions in each of the state agencies; and an effective system of internal review.

HPM 11.1, Administrative Procedures Manual, Chapter 6, Reimbursable Services, paragraph 8.a. states, "Upon completion of services for **other than** COZEEP, MAZEEP, extraordinary protective services and special projects, the command shall submit a CHP 467. The CHP 467 shall be

prepared upon completion of services and submitted to FMS with the CHP 465, CHP 169 (if applicable) and a copy of both the CHP 251 and check.”

HPM 11.1, Administrative Procedures Manual, Chapter 4, Miscellaneous Sales – Transmittal of Collections, paragraph 11.a., (1), (2), (3), and (4) states, “Frequency and Maximum Accounts. Collection for sales, payments, and/or witness fee deposits shall be transmitted to FMS, Cashiering Unit, at the first occurrence of any of the following: (1) One thousand dollars (\$1,000) in cash. (2) Ten thousand dollars (\$10,000) in cash, checks, money orders, and warrants (excluding state warrants and state checks). (3) Close of business each Thursday. The weekly transmittal period for all offices begins on Friday and ends at close of business the following Thursday. (4) If maximum amounts are collected before Thursday, a second transmittal shall be prepared for the remaining days.”

Recommendation: The command should comply with departmental policy regarding the submission of Wide Load Escort reimbursable services billing packages timely to the FMS.

FINDING 3: **The command does not maintain complete or accurate Wide Load Escort reimbursable services files.**

Condition: During the audit period, the command conducted approximately sixty-nine Wide Load Escort reimbursable services. Ten transactions were randomly selected and all of the reviewed Wide Load Escort reimbursable services packages (i.e., Reimbursable Services Control Log numbers R-07-410-0146, R-07-410-0149, R-07-410-0178, R-07-410-0187, R-07-410-0196, R-07-410-0209, R-07-410-0238, R-07-410-0263, R-07-410-0285, and R-07-410-0292) did not contain the state or local permit numbers on the Billing Memorandum-Reimbursable Service (CHP 467). Additionally, five packages (i.e., Reimbursable Services Control Log numbers R-07-410-0146, R-07-410-0149, R-07-410-0196, R-07-410-0209, and R-07-410-0238) had conflicting service dates listed on the Reimbursable Services Control Log (CHP 466) form and the service dates listed on the Billing CHP 467 forms.

Criteria: GC, Section 13403 (a)(3), (4), and (6) says the elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to the following: A system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; an established system of practices to be followed in performance of duties and functions in each of the state agencies; and an effective system of internal review.

HPM 11.1, Administrative Procedures Manual, Chapter 6, Reimbursable Services, paragraph 8.a. and (1), states, “Upon completion of services for **other than** COZEEP, MAZEEP, extraordinary protective services and special projects, the command shall submit a CHP 467. The CHP 467

shall be prepared upon completion of services and submitted to FMS with the CHP 465, CHP 169 (if applicable) and a copy of both the CHP 251 and check. The CHP 466 shall be marked "Closed." A copy of the CHP 466 and CHP 467 shall be forwarded to Division. The CHP 467 shall include the following information in the order provided below:
(1) State or local permit number if service is for a wide load."

Recommendation: The command should maintain a complete and accurate Wide Load Escort reimbursable services files.

FLEET OPERATIONS

FINDING 1: **The command does not consistently perform a 5,000-mile inspection of each vehicle according to policy.**

Condition: Four of ten randomly selected Preventive Maintenance Schedule & Repair History-Enforcement, Inspection Checklist (CHP 424) forms and supporting documents revealed vehicle inspections exceeded the 5,000-mile service interval rule by 528 to 2,538 miles. The four instances were vehicle license number 1061697 from 9/25/07 – 2/6/08 and from 2/6/08 – 6/23/08 and vehicle license number 1204851 from 12/20/07 – 3/25/08 and from 3/25/08 – 6/4/08.

Criteria: GC, Section 13403 (a)(3), (4), and (6) says the elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to the following: A system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; an established system of practices to be followed in performance of duties and functions in each of the state agencies; and an effective system of internal review.

HPM 31.1, Fleet Operations Manual, Chapter 1, Administration, paragraph 11.b. states, "Routine Inspection. Commander shall establish a routine vehicle inspection procedure at a frequency to meet local operational requirements. The 5,000-mile service interval is practical and serves as a minimum requirement. The CHP 33E, Vehicle Inspection Checklist, is provided as the suggested inspection format."

Recommendation: The command should perform inspection of each vehicle to meet local operational requirements. At a minimum, a 5,000-mile service interval should be adhered to as required by departmental policy.

FINDING 2: **The command supervisor/commander does not review or sign the Automotive Delegation Control Log (CHP 316A) forms.**

Condition: Five CHP 316A forms (sequence numbers 401H7001-4 and 401H701-7, reference April 2008 Applied Remediation Co., reference May 2008

Applied Remediation Co., and reference June 2008 Applied Remediation Co.) were not reviewed or signed by the command supervisor/commander.

Criterion: GC, Section 13403 (a)(3), (4), and (6) says the elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to the following: A system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; an established system of practices to be followed in performance of duties and functions in each of the state agencies; and an effective system of internal review.

Recommendation: The command supervisor/commander should review and sign the CHP 316A.

FINDING 3: **The command does not maintain a monthly gasoline summary.**

Condition: Fueling records of the monthly gasoline inventory were unavailable for review at the command.

Criteria: GC, Section 13403 (a)(3), (4), and (6) says the elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to the following: A system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; an established system of practices to be followed in performance of duties and functions in each of the state agencies; and an effective system of internal review.

HPM 31.1, Fleet Operations Manual, Chapter 5, Service Station Facilities, paragraph 4.d. states, "Monthly Inventory Requirements. Each command with a fueling facility shall maintain a monthly gasoline summary. This summary can consist of the electronically generated tapes for facilities with that capability, or the CHP 33F, Monthly Gasoline Inventory."

Recommendation: The command should maintain a monthly gasoline summary as required by departmental policy.

FINDING 4: **The command does not perform a quarterly physical inventory for all vehicle parts, accessories, and fluids.**

Condition: For the time period audited, the quarterly physical inventories were not performed for all vehicle parts, accessories, and fluids. Therefore, no records were available for review.

Criteria: GC, Section 13403 (a)(3), (4), and (6) says the elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to the following: A system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; an established system

of practices to be followed in performance of duties and functions in each of the state agencies; and an effective system of internal review.

HPM 31.1, Fleet Operations Manual, Chapter 7, Automotive Parts and Supplies, paragraph 4.a.(2) states, "Each quarter a person designated by the commander shall physically count all parts, accessories, and fluids on hand. The person taking the inventory shall be someone other than a person who receives or dispenses items of inventory."

Recommendation: The command should perform a quarterly physical inventory for all vehicle parts, accessories, and fluids. The person conducting the inventory shall be someone other than a person who receives or dispenses items of inventory.

FINDING 5: **The command does not perform a regular inspection to locate any leaks on the gasoline dispenser, the water and air wells, and the paved areas adjacent to the service station.**

Condition: For the period of January 1, 2008 through June 30, 2008, only one Inspection Checklist form was available for review. The Inspection Checklist form showed three consecutive days of inspection performed in one month. However, the Inspection Checklist form did not indicate what month the inspection was performed to locate any leaks on the gasoline dispenser, the water and air wells, and the paved areas adjacent to the service station; therefore, it was unknown when the inspections were performed during the period reviewed.

Criteria: GC, Section 13403 (a)(3), (4), and (6) says the elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to the following: A system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures; an established system of practices to be followed in performance of duties and functions in each of the state agencies; and an effective system of internal review.

HPM 31.1, Fleet Operations Manual, Chapter 5, Service Station Facilities, paragraph 5.b.(1) states, "Plumbing Leaks. The gasoline dispenser, the water and air wells, and the paved areas adjacent to the service station should be inspected regularly to locate any leaks. Any discrepancies should be brought to the immediate attention of Facilities Section. This also includes the breakaway hose/nozzle connectors now in use by the Department."

Recommendation: The command should perform a regular inspection to locate any leaks on the gasoline dispenser, the water and air wells, and the paved areas adjacent to the services station.

CONCLUSION

Based on the review of the command's operation, this audit revealed the command has adequate operations. However, some weaknesses were observed. This report presents suggestions for management to improve on some of its operations. In doing so, operations would be strengthened and the command would operate in accordance with departmental policies and procedures.

ANNEX

A

Memorandum

Date: May 22, 2009

To: Office of the Assistant Commissioner, Inspector General

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Central Division

File No.: 401.ASU.11497.17497.2008draftcommnadaudit

Subject: 2008 DRAFT COMMAND AUDIT REPORT RESPONSE

This memorandum is to address the 2008 Draft Command Audit Report of Central Division prepared by the Office of Assistant Commissioner, Inspector General, dated April 29, 2009. The report identified deficiencies related to the management of contracts, reimbursable services contracts, and fleet operations. Central Division has addressed each deficiency and conducted follow-up to ensure compliance with departmental policy.

Contracts

- The command does not properly maintain its contract files.

Central Division concurs with this assessment. The Associate Government Program Analyst and Staff Services Analyst were advised of the deficiency and were provided training to ensure the contract maintenance and retention process is compliant with departmental policies and procedures.

Reimbursable Services Contracts

- The command provides Wide Load Escort reimbursable services without obtaining advance payment from vendors prior to providing services.
- The command does not submit the Wide Load Escort reimbursable services billing packages to Fiscal Management Section in a timely manner.
- The command does not maintain complete or accurate Wide Load Escort reimbursable services files.

Safety, Service, and Security

Central Division

Page 2

May 22, 2009

Central Division concurs with this assessment. The Wide Load Escort Coordinator was advised of the deficiencies and provided training to ensure the reimbursable services process is compliant with departmental policies and procedures.

Fleet Operations

- The command does not regularly perform a 5,000-mile inspection of vehicle according to policy.
- The command supervisor/commander does not review or sign the Automotive Delegation Control Log (316A) forms.
- The command does not maintain a monthly gasoline summary.
- The command does not perform a quarterly physical inventory for all vehicle parts, accessories, and fluids.
- The command does not perform a regular inspection to locate any leaks on the gasoline dispenser, the water and air wells, and the paved areas adjacent to the service station.

Central Division concurs with this assessment. The Administrative Services Supervisor and both Automotive Technicians were advised of the deficiencies and provided training to ensure Central Division's fleet operations are compliant with departmental policies and procedures.

Central Division has conducted follow-up inspections of the items the Command Audit Report identified. These inspections have shown the training provided to staff members has remedied the deficiencies. The issues addressed in the audit have been resolved. Should you desire any further information regarding this issue, please contact Lieutenant J. Kahn at (559) 277-7250.



J. R. ABRAMES, Chief

cc: Office of the Assistant Commissioner, Field